

**DISTRICT OF COLUMBIA COURTS  
OFFICE OF CONTRACTS  
AND PROCUREMENT**

**INVITATION FOR BID**

**MANAGEMENT TRAINING PROGRAM (MTP)  
POST GRADUATE TRAINING CONSULTANT  
SERVICES**

**SOLICITATION NUMBER: DCSC-15-IFB-0032**

**Date Issued: Friday, February 20, 2015**

**Closing Date and Time: Wednesday, March 4, 2015,  
2:00 p.m. EST**

**District of Columbia Courts**  
**Management Training Program Post-Graduate Training Consultant Services**  
**Invitation for Bid (IFB) Number: DCSC-15-IFB-0032**

**1. Introduction:**

DC Courts requests price quotes from qualified consultants to teach five (5) six (6) hour and, two (2) four (4) hour immediate to advance level Management Training Post-Graduate training classes. The courts will review and assess quotes pursuant to the procedure set forth below.

**2. Purpose:**

The District of Columbia Courts, Center for Education and Training requires on-site, participant centered, highly qualified instructors to teach a series of five (5) post-graduate classes, and two (2) (4-hour) classes: 1) "Leading, Managing and Supervising through Conflict"; 2) Dynamic Writing and Listening Skills for Successful Communication"; 3) Adaptive Leadership"; 4) "Values-Centered Leadership: Leadership is a Matter of Behavior" and, 5) "Leading, Coaching and Delegating Effectively." The "bite-sized" classes are: 1) "How to Handle Difficult Conversations; and, 2) Dealing with Resistance-How to Manage It Effectively."

The objective of the post-graduate training is to provide graduates with an advanced action learning-based environment that creates learning and practice opportunities where they can work on improving their skills which leads to effective professional development. The post-graduate classes will also assist graduates with becoming more attuned to the importance of each of the above function areas as critical aspects of court operations, and how they can influence and impact behavior and performance in their units, branches and divisions essential to the long-term sustainability and advancement of the courts.

**3. Statement of Work/Post-Graduate Classes/Curriculum Requirements:**

The Contractor shall provide the necessary personnel, customized training materials; services and equipment, except as may be otherwise specified herein, to perform all tasks necessary to teach five (5) full-day, six (6) hour highly customized post-graduate classes, and two (2) half-day, four hour classes specified in the course descriptions (also See Attachment A). These classes shall be taught, designed and developed exclusively for the D.C. Courts Management Training Program (MTP) for graduates.

- A.** Through guided small group discussion, facilitation, practical interactive exercises and experiential learning opportunities, the advanced classes will increase graduate's leadership and management skills and knowledge base which are vital to the courts' leadership development efforts. The classes will provide graduates with tips, tools and techniques of becoming

effective future leaders. The teaching level of instruction will range for the most part from intermediate to advanced levels. The classes are:

1. Leading, Managing and Supervising through Conflict
2. Dynamic Writing and Listening Skills for Successful Communication
3. Adaptive Leadership
4. Values-Centered Leadership: Leadership is a Matter of Behavior
5. Leading, Coaching and Delegating Effectively
6. How to Handle Difficult Conversations (4 hours)
7. Dealing with Resistance— How to Manage It Effectively (4 hours)

**B. Primary Dates/Times:**

1. Thursday, March 19, 2015
2. **Thursday, April 3, 2015 (4 hours)**
3. Thursday, April 23, 2015
4. Thursday, May 21, 2015
5. **Friday, June 5, 2015 (4 hours)**
6. Thursday, June 18, 2015
7. Thursday, July 23, 2015

**The full- day classes will start promptly at 9:00 a.m. and end no later than 4:00 p.m., EST half-day classes will start either 9:00 a.m. to 1:00 p.m. or 1:00 p.m. to 4:00 p.m., EST**

**4. Place of Performance:**

616 H Street, NW, Washington, DC 20001, Gallery Place, 6<sup>th</sup> Floor, Atrium  
Training Rooms #: 611-613

**5. Training Materials/Lesson Plans:**

- A. The Contractor shall prepare a master copy of all workshop course materials and provide the client organization with an electronic copy for duplication no later than 30-days prior to the course being taught. The Contractor will duplicate approved training material for each class.
- B. The Contractor shall make revisions to its lesson plans (course outlines) if the material is determined by the COTR to be inadequate or if there are changes in the curriculum. While each instance of training will be based on the course description specified in Section 25, the trainer shall tailor the delivery of the various elements of the curriculum to best meet the need of the program.
- C. To maximize program effectiveness, the Contractor shall incorporate a variety of delivery methods, lectures, case study, and team activities,

interactive role play, scenario planning, lessons learned policy, news and relevant information into the classes.

**6. Hand-out Materials:**

- A. A master copy of the course materials shall be provided by the Contractor and customized specifically for the District of Columbia Courts MTP post-graduate program with the understanding that classes should be developed to meet Court MTP program specific needs.
- B. The Contractor shall prepare a master copy of all workshop course materials and provide the client organization with an electronic copy for duplication no later than 15-days prior to the course being taught. The Contractor will duplicate approved training material for each class.

**7. Class Size and Composition:**

Classes will consist of a maximum of no more than thirty (30) graduates for each class. The program graduates have various backgrounds, educational and cultural experiences; and are representative of the numerous functional areas in the organization.

**8. Audio Visual Equipment:**

The Courts will provide audiovisual equipment required by individual instructors, which may include: overhead projector, a screen, flipcharts, VCR monitor, laptop and LCD monitor if needed.

**9. Vendor Selection Criteria:**

The DC Courts anticipate award of multiple contracts. Awards will be based on the training consultants who provide the best value, solution oriented, rich and highly focused training programs for Court employees who are to lead employees (adult learners) into new fields of knowledge in an informed, enthusiastic and professional manner. Contractors shall provide sample training material of the course in which they bid to teach included in their technical proposal submission. The DC Courts will review proposals and assess the following criteria as technically acceptable.

- A. Teaching Experience
- B. Court Experience
- C. Technical Approach
- D. Past Performance

## **10. Proposal Submission and Identification:**

The District of Columbia Courts will not accept a facsimile copy or electronic copies of a proposal as an original. Proposals shall be submitted in a sealed proposal package. The Offeror shall conspicuously mark on the outside of the proposal package the name and address of the offeror and the following:

**Solicitation Number: DCSC-15-IFB-0032**

**Caption: DC Courts Management Training Program Classes –  
Consultant Services**

**Proposal due Date & Time: Wednesday, March 4, 2015, 2:00 p.m. EST**

**Offerors may submit Proposals either by mail or by hand delivery/courier services.**

**Offerors submitting their proposals by mail must mail their proposals to the following address:**

District of Columbia Courts  
Administrative Services Division  
Procurement and Contracts Branch  
Attn: Darlene D. Reynolds, CPPB, Senior Contract Specialist  
616 H Street, N.W., Suite 612  
Washington, D.C. 20001

**Offerors submitting their proposals by hand delivery/courier services must hand deliver their proposals to the following address:**

District of Columbia Courts  
Administrative Services Division  
Procurement and Contracts Branch  
Attn: Darlene D. Reynolds, CPPB, Senior Contract Specialist  
701 7<sup>th</sup> Street, N.W., Suite 612  
Washington, D.C. 20001

## **11. Proposal Information and Format**

At a minimum, each technical proposal submitted in response to this RFP shall include sections, as set forth below, which address the approach for the work described in Section 1 - Description/Specifications/Work Statement. The proposal shall include the requisite legal representations, resources which will directly be employed in the project, client references, and a description of similar services provided by the offeror and its key personnel. Failure to address

adequately any of these areas may result in the proposal being eliminated from consideration for award.

Proposals shall be prepared simply and economically, providing a straightforward, concise delineation of offeror's resources and capabilities to satisfy the requirements of this RFP. Fancy bindings and colored displays or promotional material are not desired or preferred, but pages must be numbered.

**The proposal shall be prepared in Two Volumes: Volume I—Technical Proposal and Volume II—Price Proposal—Attachment A. These shall be submitted in loose-leaf, three-ring notebooks for each copy; price separate from technical overview.**

**Volume I - Technical Proposal shall comprise the following tabs and information:**

<b>Tab A</b>	<b>Subject Matter Knowledge--Expertise of Offeror/Instructor: For each component separately.</b>  A. Qualifications, diversity and experience of Offeror/Instructors. B. List all skills Offeror/Instructor possess in Adult Learning concepts and theories. C. Describe briefly how Offeror/Instructor proposes to stimulate participants, field content-specific questions.
<b>Tab B</b>	<b>Understanding and Technical Approach to Accomplish the Courts' Objectives as Outlined in Section 1 – Statement of Work/ Scope of Services and Section 4 – Required Deliverables:</b>  A. Briefly describe the Offeror/Instructor's approach in accomplishing the requirements as per Section 11 – <b>Description/Statement of Work/Scope of Services</b> B. Describe which portions of the effort will be subcontracted, if any. C. Identify all the deliverables, as per time frame required under Section 4—Required <b>Deliverables</b> .
<b>Tab C</b>	<b>Past Performance:</b>  A. List of at least one (1) reference and complete Attachment J.9 outlining client satisfaction of past performance. B. List all previous experience Offeror/Instructor possesses in court or legal environments.

**Volume II – Price Proposal shall comprise the following tabs:**

<b>Tab A</b>	<b>Price Information – outlined in Attachment A</b>
<b>Tab B</b>	<b>Contractual Information – DUNNS number and Federal Tax Identification Number.</b>

**12. Price Proposal**

Attachment A should be in a separately bound price proposal. The price furnished by the Offeror shall be detailed/itemized for the services set forth in Section 1. The Offeror's price proposal shall become a part of the awarded contract. The Offeror's price proposal shall include all costs for the required services. This pricing information will also be used for evaluation purposes.

**Note:** The Courts will not be responsible for any instructor's travel, lodging, meals, or parking. Contractor's price must be all inclusive in unit price per session.

**13. Past Performance**

Past performance information will be used for both responsibility, determinations and as an evaluation criteria. The Court will focus on information that demonstrates quality of performance relative to the similarity of scope, magnitude and complexity to that detailed in the Scope of Services Section 11 Tab C.

In determining the rating for the past performance, the Court may give consideration to the contracts, which are most relevant to the IFB.

**14. Questions**

Questions concerning this Invitation for Bids must be directed by **e-mail** to:

Darlene Reynolds, CPPB, Senior Contract Specialist  
Procurement and Contracts Branch  
Administrative Services Division  
District of Columbia Courts  
616 H Street, N.W., Suite 622  
Washington, D.C. 20001  
[Darlene.Reynolds@dcsc.gov](mailto:Darlene.Reynolds@dcsc.gov)  
Telephone: 202-879-2872  
FAX: 202-879-2835

**15. Explanation to Prospective Offerors**

**Any prospective Offeror desiring an explanation or interpretation of this invitation for bid must request it by email no later than Thursday, February 26, 2015, by 2:00 p.m, EST.** Requests should be directed to the procurement contact person at the e-mail address listed in Section 14. Any substantive information given to a prospective Offeror concerning a solicitation will be furnished promptly to all other prospective offerors as an amendment to the solicitation, if that information is necessary in submitting offers or if the lack of it would be prejudicial to any other prospective offerors. Oral explanations or instructions given before the award of the contract will not be binding. The terms and conditions of this IFB may only be modified by written addenda issued by the Contracting Officer, any oral representations to the contrary notwithstanding.

**16. Contract Award**

The Courts intend to make one or more awards to the responsible offerors whose proposal represents the best value to the Courts. The Courts may award a contract on the basis of initial bids received without discussion. Therefore each initial bid should contain the offeror's best terms from a standpoint of price and technical proposals.

**17. Cancellation Policy:**

The DC Courts will notify the contractor, and reserves the right to cancel a course within seven (7) business days of the start of any class, if the course is less than sixty (60) percent filled with participant registration.

**18. Price Quote Requirements (Invitation for Bid):**

- Technical Response and price quote on the date and at the time specified.
- A bio vitae resume.
- Statement of qualifications with examples of experience
- An outline of how you intend to teach, connect with and engage the graduates
- Sample(s) of pertinent previous work.
- One letter of reference from previous clients, including contact information.

**Proposals must be received no later than 2:00 PM, EST, Wednesday, March 4, 2015, EST via hand-delivery, U.S. Mail or special carrier.**

**Please submit completed proposals to:**

Ms. Darlene Reynolds, CPPB  
Senior Contract and Procurement Specialist  
Administrative Service Division  
616 H Street, NW, Suite 612, Gallery Place, 6<sup>th</sup> Floor  
Washington, DC 20001



## **19. Terms Governing this RFQ:**

The Courts will select the price quote, which, in its sole judgment, most successfully demonstrates the necessary qualities to undertake the project, offers most favorable financial terms, and best meets the other needs and goals of the management training post-graduate training program.

The DC Courts reserves the right to reject any proposals. The DC Courts will not pay any costs incurred in response to this request. Let it be known by all vendors who respond to this RFQ will be held in account to the same.

## **20. Quotation Submission:**

2. Each vendor shall submit a price quotation in accordance with the performance of work specified under the Statement of Work section. At a minimum, the Contractor shall submit the Price Schedule (Attachment A) and a Bio Vitae Resume.
3. Quotation shall be submitted in a sealed envelope. The Contractor shall submit an original and two (2) copies of their quotation marked as the following:
  1. INVITATION FOR BID NUMBER: DCSC-15-IFB-0032:
  2. TITLE: Post Graduate Management Training Consultant Services
  3. SUBMISSION DATE/TIME: 2:00 PM, EST, Wednesday, March 4, 2015

## **21. Contracting Officer:**

The District of Columbia Super Court Contracting Officer who has the appropriate contracting authority is the only Courts official authorized to contractually bind the Courts through signing contract documents. All correspondence to the Contracting Officer shall be forwarded to:

Mr. Geoffrey A. Mack  
Administrative Services Division  
District of Columbia Courts  
616 H Street, Suite 612  
Washington, DC 20001

## **22. Contracting Officer's Technical Representative (COTR):**

The COTR is responsible for general performance of the contract order and advising the Contracting Officer as to the Contractor's performance or non-

performance of the contract requirements. In addition, the COTR is responsible for the day-to-day monitoring and supervision of the contract. The COTR is:

Dr. Keith E. Robinson, Ed.D, SPHR  
Manager, Staff Development  
Center for Education and Training  
616 H. Street, N.W., Suite #614  
Washington, DC 20001  
(202) 879-0486 (office)  
(202) 879-0489 (fax)  
[Keith.Robinson@dcsc.gov](mailto:Keith.Robinson@dcsc.gov)

**23. Class Schedule:**

- A. Training post-graduate classes shall be conducted on the dates indicated in Section 3 – Primary Dates.
- B. Within five (5) business days prior to traveling to the site of the training, the Contractor shall contact the COTR to confirm the training dates and points of contact.
- C. In the event of an unforeseen interruption or cancellation of training (e.g. the Courts closure, inclement weather), the Contractor shall immediately contact the COTR who will direct the Contractor as to what action to take regarding the remainder of the scheduled training period. Any additional and unavoidable travel expenses incurred by the Contractor in such a situation will be reimbursable under the terms of the contract.

**24. Required Deliverables:**

- A. Training programs thoroughly planned in advance
- B. Instructional content (objectives/learning points)
- C. Master copy of course materials, agenda, specifically designed group activities relevant to material content including scenarios, small group case study discussions and roll plays.
- D. Interactive and participatory exercises
- E. Inventories/instruments
- F. Visual aid requirements (overhead, slides, power point and handouts).

## **25. Management Training Post Graduate Course Descriptions:**

### **1. Leading, Managing and Supervising Through Conflict**

**Course Description:** This course is designed to provide participants with an understanding that conflict is not inherently a negative thing. Through guided discuss, they will examine hands-on techniques and modes and learn which mode is best for what situation to efficiently manage conflict and not let it manage them.

### **2. Dynamic Writing and Listening Skills for Successful Communication**

**Course Description:** This course is designed to deliver a strategic system that will enhance participants' writing, listening, and communication skills that will foster productive workplace interaction.

### **3. Adaptive Leadership**

**Course Description:** This course is designed to introduce participants to the concept of “adaptive leadership”, as well as explain how to become an adaptive leader learner in a challenging work environment. Participants will be provided tips, tools and techniques on how to juggle multiple demands without losing their focus or energy, and or comfortable with the inevitable ambiguities of organizational life.

### **4. Valued Centered Leadership: Leadership is a Matter of Behavior**

**Course Description:** This course is designed to increase participants' understanding about the critical important of valued centered leadership and why values lie at the very heart of an organization and guide all of its behaviors and decisions.

### **5. Leading, Coaching and Delegating Effectively**

**Course Description:** This course is designed to provide participants' practical hands-on tips and techniques of how to lead, coach and delegate effectively in the workplace. According to a survey of 3,200 administrative professionals, “delegating meaningful tasks” is one of the top ten most desired qualities in a manager.

### **6. How to Handle Difficult Conversations (half-day session)**

**Course Description:** This course is designed to provide participants' with the requisite skills how to comfortably deal with difficult workplace conversations. Through guided practice, participants will learn how to handle difficult conversations with skill and empathy.

7. **Dealing with Resistance: How to Manage It Effectively** (half-day session)

**Course Description:** This course is designed to provide participants' with requisite skills, insights, tricks, tips, and tools for dealing with and managing workforce resistance effectively. The key to managing resistance is understanding the nature of the resistance.